



Job Service Employer's Committee Meeting Minutes  
12/10/13- Glasgow Job Service

**ATTENDANCE:** Chair **Georgie Kulczyk**-Valley View; **Vice-Chair Stacey Amundson**-City of Glasgow, **Treasurer Kim Brooks**-First Community Bank; **Secretary Sue Dalbey**-Job Service JSEC Coordinator; **Char Arneson**-Nemont Manor; **Mary Campbell**- FMDH; **Amber Swindler**-Prairie Ridge; **Betty Stone**-Cottonwood Inn; **Shawnda Zahara-Harris**-Glasgow High School; **Shawn Andersyn**-Job Service Manager;

**ABSENT:** **Vicki Delger**-Nemont Communications; **Nanci Schoenfelder**-Glasgow Implement; **Jackie Dowell**-Albertsons; **Don Britton**-National Weather Service

**Call to Order:** The meeting was called to order by Chair Georgie. The group welcomed new member Shawnda Zahara-Harris representing Glasgow High School.

**MINUTES:** The minutes were reviewed; no changes made.

**TREASURER'S REPORT:** Kim provided a detailed treasurer's report showing a balance of \$3,244.54. The group thanked Betty for completing an internal financial audit. As a result of the audit, one transaction was clarified in which Kim had written a personal check to pay for 2013 Spring Seminar Speaker Nan Russell, then reimbursed herself from JSEC. This clarification of the records and the Treasurer's Report were approved.

**OLD BUSINESS:**

- **Scholarships – Committee: Stacey, Mary, Georgie.** Dates to complete the scholarship process were discussed.
  - Sue will e-mail a second letter to businesses requesting funds prior to December 31; this letter from Georgie.
  - The prior year's application and instructions were provided to the Committee for review; comments due to Sue by end of year.
  - Application open period will be from February 1 to March 1. Sue will send information to Valley County schools prior to February 1. This is slightly earlier than in years past and will allow time for interviews and preparing nominations for the MSEC scholarship due April 1.
- **Review Fall Seminar for Employers, November 14 - Committee: Sue, Char, Mary.** Web-Based Marketing by Vicky Soderberg
  - Feedback was positive from those attending the seminar including comments such as: it's too bad more people didn't attend-it was really good; there seems to be more interest now that people understand what was involved; staff really liked it.
  - Ideas to improve attendance included: schedule the seminar earlier in the year (Sept or early Oct) to stay away from the holidays; start advertising more than two weeks prior to event; describe the topic more clearly, perhaps have speaker help frame the message; prepare for the seminar in summer even though meetings don't start until September.

- **Membership** - Shawn will contact Greg Hunter with Nemont Marketing to replace Vickie Degler; Sue will contact Don Britton with NOAA to replace Bill Martin. Perhaps a BNSF representative would offer another perspective.
- **HiSet** – The group discussed the perceived need to supply pre-paid credit cards for test takers to pay fees online (\$50 test fee; \$15 service fee to JSEC; \$15 service fee each for up to two retakes). The group largely felt that the test taker should supply the credit card, as they are relatively easy to acquire from Albertsons, Shopko or Holiday. This is the only way for testers to pay for test fee; service fee must be in cash or check. Sue will confirm with Mike that this would not be a significant deterrent to taking the test.
  - Kitty Lou Rusher was mentioned as a possible tutor. Betty will also check for tutors among the Retired Educators group who meet at the Cottonwood.

#### **NEW BUSINESS:**

- **Business Recognition Nominations** - two nominations due April 1 to MSEC; one <25 employees and one >25 employees.
  - Committee to provide nominations at January meeting
  - Stacey has the award forms from last year.
  - Betty will visit with last year's winner Sam Knodel and perhaps the two of them can coordinate the nominations and award letters this year.
- **Spring Seminar**
  - Char, Georgie & Betty volunteered to assist with planning
  - Betty suggested requesting Kim Kompel as a speaker about personal life coaching and motivation for 2-3 hours. Betty will call Kim to inquire.
    - Volunteers needed to help with: selecting and coordinating with speaker, arranging location, recruiting attendees, advertising, sponsors
- **Apprenticeship Program** - The State Apprenticeship representative will be in Glasgow December 12; all are welcome to attend to learn about training staff and the assistance available from the state. Sue will send the group a list of all apprenticeship programs licensed in Montana

#### **DISCUSSION:**

- Group discussed recruiting challenges and efforts to retain employees, including the following:
  - Sign on bonuses for everyone who has worked one year or more
  - Coaching employees more, rather than replacing them
  - Determining fair and current wages is a challenge for some positions which have been occupied for many years, or newly created positions; Sue will email internet resources for Labor Market Information, including:
    - **Montana Career Information System (MCIS)**  
<https://mtcis.intocareers.org/default.aspx>
    - **ONET Online** [www.onetonline.org/](http://www.onetonline.org/)
    - **DLI Research and Analysis (R&A)**  
<http://www.ourfactsyourfuture.org/cgi/career/?PAGEID=3&SUBID=158>
- The High School received a grant to host a hands-on career fair in early April. Grades 7-11 would be invited with Seniors assisting employers with their booth activity. Looking for potential internships and better understanding of job activities. Send ideas to Shawnda.

Meeting adjourned.



**NEXT MEETING:** January 14, 2013 at 8 am AT PRAIRIE RIDGE VILLAGE, 521 4<sup>th</sup> Ave South